

Traumatic Brain Injury Waiver Personal Attendant Worksheet Instruction

INSTRUCTIONS FOR THE PERSONAL ATTENDANT SUPERVISOR

BEFORE giving the Personal Attendant worksheet the Personal Attendant supervisor* must fill out the following information:

PAGE 1:

- Member Name
- Attendant Name
- Begin date
- End date (the worksheet is for a two-week period)

PAGE 2:

If you are completing the form using Excel, the information on page 1 will have automatically been filled in. If you are hand printing or typing in a different program you will need to Re-enter the information for:

- Member Name
- Attendant Name
- Begin date
- End date (the worksheet is for a two-week period)

Personal Attendant Supervisor* will enter the services needed during this period with specific instructions (must be from the Service Plan).

- ADLs – examples: bathing, dressing, mouth care, etc.
- IADLs – home care, laundry, dishes, etc. that are specific to the member
- Community Activities – **with** the member as identified on the Service Plan
- Essential Errands – for or with the member as identified on the Service Plan

The worksheet is then given to the Personal Attendant.

AFTER receiving the completed worksheet the Personal Attendant supervisor* must review it to ensure the Service Plan was followed and that there is documentation of any deviation in service hours.

The supervisor* must:

- Date when s/he reviewed the worksheet
- Print his/her name
- Sign the worksheet at the bottom of page 1

There is space for supervisor* comments related to the review of the worksheet. It is not a valid worksheet if the supervisor fails to sign and date at the bottom of page 1.

*If services are self-directed, the supervisor is the member or his/her designee. Completed forms will then be sent to PPL for the member's file.

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PAGE 1

For each day the Personal Attendant provides services to the member s/he will:

- Note the date
- Note time arrived (multiple times can be entered in a cell, if necessary)
- Note time s/he leaves the member's home(multiple times can be entered in a cell, if necessary)
- Note the total hours worked that day
- Have the member (or legal representative) initial that s/he worked the listed hours

The Personal Attendant should use the comments and notes section on page 1 to reflect services provided and the member's response. This is especially important if there is any deviation from services or hours listed on the Service Plan. These comments **MUST** be directly related to the member services and not why the Personal Attendant was late for work or had to leave early, etc.

On the last day of the two-week period the Member or legal representative and the Personal Attendant must sign and DATE the worksheet at the bottom of page 1. If the worksheet is not signed and dated by both individuals it is not a valid worksheet.

Personal Attendant then submits the worksheets to the Personal Attendant Supervisor*.

PAGE 2

Personal Attendant will initial for each service provided that day. As a reminder, Community Activities require that the member be with the personal attendant for this service.

On the last day of the two-week period the Personal Attendant will submit both pages of the completed worksheet to his/her supervisor*.

*If services are self-directed, the supervisor is the member or his/her designee. Completed forms will then be sent to PPL for the member's file.